



UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF OKLAHOMA

NOTICE  
PAYMENT OF BANKRUPTCY FILING FEES BY INSTALLMENTS

On January 3, 2006, the Court converted its automated case management system to a system developed by the Administrative Office of the U.S. Courts known as Case Management/Electronic Case Filing (CM/ECF). Conversion to CM/ECF and a related upgrade of the cash register program requires that installment payments be made in equal dollar amounts.

Accordingly, the following procedures are adopted for the payment of filing fees in installments:

1. Installment payments shall be permitted only for filing fees for voluntary bankruptcy petitions filed by individuals.
2. A request to pay filing fees in installments must be filed in writing by the debtor or by the debtor's attorney using the local form available from the Court Clerk's Office or website.
3. Payment by installment shall be made in four payments as established in the CM/ECF case management system. Each payment shall be approximately one-fourth (1/4) of the total filing fee.
4. The first payment shall be due at the time of filing.
5. If the application to pay in installments is approved by the Court, the remaining three payments will be due on or before dates set by CM/ECF. Payment dates shall be set approximately thirty (30) days apart.
6. Payments will be accepted only in the amount specified by CM/ECF. Payments for a lesser or greater amount than that specified will be rejected by the Court.
7. Failure to make a payment on or before the payment date may result in dismissal of the proceeding.
8. The procedure shall be effective immediately.

Dated: August 3, 2006